

**Consulate Solicitation: 191N6019Q0001 – Housekeeping & Technician Services for NIH.**

**PERIOD OF SERVICE: DECEMBER 01, 2018 – NOVEMBER 30, 2019 (ONE YEAR)**

**SERVICE REQUIRED at NIH located at TB research Centre, Spur Tank Road, Chetpet, Chennai.**

Purchase Order and payment will be from American Consulate General, 220 Anna Salai, Chennai, India.

## **Statement of Work: (A) Electrical**

### **OVERALL ELECTRICAL CHECKS:**

- Check on the Main incoming panels, power distribution boards and power control circuits.
- Necessary liaison with the local EB personnel at all levels, to ensure smooth and regular supplies to all the installations to the best of our ability.
- Maintenance and upkeep of the cabling end terminations/upkeep of the lugs and supports.
- Lighting and power controls and its accessories.
- Internal and External light fixtures.
- Checking on the current voltage, power factor and kilo watt hour meter (Consumption) etc.,
- Checking the service meters for the lift panels / water pump-set panels and all other common area power measurement installations.
- Check for the condition of all the bulbs, tubes, starters, chokes, and capacitor ratings etc., and arrange for the necessary replacements time and again; ensure that all replacements are of the approved quality.
- Check fans / exhaust fans and ascertain if rewinding may be required – if so, then carry out the rewinding and as when required, arranged for stand-by or decide on the need for replacements based on the utility condition of the fans.
- Maintain the supply for all lighting and power DB's A/C unit panels (Split or otherwise), Incoming supply for the UPS.
- Audio-Video Installation: Maintain the equipment and check all the related cabling on a regular basis. Co-ordinate with the supplier of the installation in case of repairs/replacements in the installations.
- Public address system: Maintain the equipment and check all the related cabling on a regular basis. Co-ordinate with the supplier of the installation in case of repairs/replacements in the installations

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**GENERATORS:**

- During the warranty/AMC period of the Generators & Stabilizers, Our Sub Contractor Responsibilities will include co-ordination with the manufacturer / supplier and ensure trouble free working.
- Check & arrange of Diesel as & when required.
- Check for the levels of diesel, coolant oil, water, battery acid and distilled water battery checks, overhaul of the engine and alternator.
- 250 Hours once changed the total oil and complete serviced (Co-ordinate with outside people).
- Attend to the emergency breakdowns; organize spares as and when required.
- Arrange stand-by generators if necessary.
- Periodical preventive maintenance, which will include AMF panel connections, oil servicing and battery checks.
- Daily check of the reading, carbon brush etc., in the stabilizer.
- Preventive monthly maintenance that will include check of control circuit wiring, heavy-duty transformers and the control fuses.
- Check the earth resistance value in the Earth pits and ensure a minimum resistance level
- Earth continuity test of all the DB's power and lighting plug points, UPS points etc.,
- Emergency calls – Round the clock – but these calls will be strictly of emergency nature only.

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## **Statement of Work: (B) Air-conditioning Service**

### **DUTIES OF AIRCONDITIONING PLANT OPERATOR**

#### **DAILY:**

- a) To check for three phase power supply availability
- b) To switch on exhaust fans.
- c) To switch on Air handling units and AHU of common areas like.
- d) To switch on split air conditioners in all labs as required.
- e) To maintain log sheets and record temperature readings in all areas.
- f) To check for any abnormal noise in all Air handling units, exhaust fans and condensing units.
- g) To switch off air-conditioning systems when it is not required / day closing.
- h) To attend to all minor faults in the split AC units as and when required.

#### **WEEKLY:**

- a) To check for any abnormal noise arising out of all Air handling units, condensing units and exhaust fans.
- b) To check for any loosening of motor / fan belts and tightening / replacement of it.
- c) To check for functioning of all safety controls.
- d) To check for any refrigerant leaks by observing for any oil traces or by applying soap solutions on suspected places.
- e) To cleaning of pre-filters installed in all Air handling units.
- f) To ensure changing of operation of standby units daily / weekly.
- g) To clean the drain line of split ACs using Nitrogen gas or vacuum/pressurized air.
- h) To check for any drain blocks in Air handling units.

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**MONTHLY:**

- a) To check for any abnormal noise arising out of all Air handling units, condensing units and exhaust fans.
- b) To check for any loosening of motor / fan belts and tightening / replacement of it.
- c) To check for functioning of all safety controls.
- d) To check for any refrigerant leaks by observing for any oil traces or by applying soap solutions on suspected places.
- e) To cleaning of pre-filters installed in all Air handling units/Split units.
- f) To ensure changing of operation of standby units daily / weekly.
- g) To check for any drain blocks in Air handling units/Split Units.
- h) To clean the split unit filters monthly and get signature from Mr. Ramanujam.
- i) To maintain cleanliness in the plant room and making the same tidy.
- j) For any Electricity power related problems to co-ordinate with the Assistant Engineer available at Hospital premises on a regular basis.

**TIMINGS:**

❖ **Monday to Friday:**

- First shift: 7am to 2pm – One AC operator and one electrical maintenance person.
- Second shift: 2pm to 9pm – One AC operator and one electrical maintenance person.

❖ **Saturday:**

- Morning shift only: 8am to 3pm - One AC operator and one electrical maintenance person.

❖ **Sunday:**

- Morning shift only: 8am to 3pm - One AC operator and one electrical maintenance person.

- Names of all operators to be given to Mr. Ramanujam and caretaker of TRC.
- The operators must be qualified people who can attend faults independently and not be trainees of the company.
- Persons reporting for all shifts will sign in and sign out in a logbook maintained by the security of TRC.